

~~SECRET~~
~~SECRET~~

1-2-6
Staff Col. C. G. ... Planning
21 December 1966

Vince,

[redacted] and I have discussed the need to fill Records Administration Officer vacancies in OTR and Office of Security. Oscar and I discussed possible candidates for the OTR position and we concluded that there are several in the Agency who are well qualified, such as [redacted]. We informally agreed that probably the best candidates would be [redacted] or Rita.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

My personal feeling is that Rita should get first consideration as this would give her an opportunity to get a GS-13; then I suggest [redacted] for Rita's job and this would promote him to a GS-12. The Records Center would then promote within to fill Chuck's vacancy and [redacted] would get a promotion from this series of actions.

25X1A9a

25X1A9a

25X1A9a

[redacted] is an excellent employee and well qualified for a higher Records Management position but I don't believe it would be fair to expect him to commute from [redacted] to this area without an immediate promotion. Sometimes the time lag to get promotions is so long that when it is actually received the employee has already used up any benefits. This would certainly be true in Arthur's case.

25X1A9a

25X1A6a

The attached list of Records Administration Officers indicates grade, component and degree of training in records management.

[redacted]
Chief, Records Administration

25X1A9a

Attachment